

## **POSITION DESCRIPTION**

**Title:** Substance Abuse Counselor

**Reports To:** Substance Abuse Program Director

**Location:** Happy Camp and Orleans

**Salary:** \$25,000 - \$28,000, depending on experience

**Summary:** The Substance Abuse Counselor shall be responsible for providing a full range of Drug/Alcohol prevention, treatment, and after care/recovery services. Shall screen and approve all referrals made by community agencies for appropriateness and eligibility. Shall provide supportive counseling services to family members of the primary client when requested. Shall provide education and training to other Karuk Staff. Shall identify problems, trends, and demands for service in the Karuk Communities and shall collect and analyze data for the organizational improvement activities. Shall participate with professional and personal integrity as well as a team member providing continuity of care in compliance with JCAHO standards.

**Specific Responsibilities:**

1. Shall provide Case Management: Assessment, Orientation, screening/initial intake, develop mutually agreed upon individual and or family treatment and discharge/Relapse Prevention (aftercare planning) services plans.
2. Shall complete documentation and program reports, collect and analyze data and shall provide analysis to the Accreditation Continuous Quality Committee Improvement. (ACQI).
3. Shall provide services with a strong background or working knowledge in the area of substance abuse and recovery dynamics, domestic violence dynamics and interventions with theoretical awareness of developmental issues.
4. Shall provide individual, family and group counseling.
5. Shall prepare clear, concise and comprehensive case work records, and make sound recommendations on the basis of such information; organize and manage a caseload.
6. Shall provide advocacy services on behalf of the client to obtain needed services and retain personal objectivity and deliver crisis intervention services as needed.
7. Shall coordinate prevention activities for individuals, families and youth; develop and maintain cooperative, constructive relationships with tribal clients, their families and members of other professional disciplines, social agencies, and the Karuk Tribal Health Program.
8. Shall provide referrals to appropriate community services.
9. Shall work closely with the Social Services Department to ensure compliance with Tribal, Federal, State, County, City law or grant conditions.
10. Shall allow for and provide access for alternative Drug/Alcohol treatment, i.e., traditional practices.

11. Shall maintain client records and collect and analyze data for statistical and organizational performance improvement activities and shall report on findings, outcomes, and progress to the Substance Abuse Program Director.
12. Shall represent the Karuk Tribe and/or its children and families in court proceedings in which the Tribe has standing, when requested. Shall ensure compliance with ICWA in terms of services, placements, and permanent plans. Shall provide expert witness testimony in Karuk matters for Siskiyou, Shasta, and Humboldt Counties, as necessary.
13. Other job related duties as assigned.

**Qualifications/Requirements:**

1. Must be in recovery and have completed two years of documented sobriety.
2. Must have completed a Chemical Dependency Studies Program and or have 36 units in Psychology or Substance Abuse Education.
3. Must have, at minimum, one-year experience in providing Substance Abuse Counseling services.
4. Must be a minimum of a Level 1 Certified Substance Abuse Counselor or CADAC, CAC or CDC.
5. Must have the desire and ability to work and communicate effectively with Native Americans in a culturally diverse environment.
6. Must adhere to professional standards and code of ethics.
7. Must be willing and able to respect the rules of confidentiality.
8. Must possess a valid driver's license and a good driving record.
9. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation, written inquiries to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution, crimes against persons, an offense involving a child victim; or a drug felony.
10. Must have a positive mental attitude and be able to deal with stressful and unpleasant situations without losing composure.
11. Must be able to provide documentation of immunity to measles or become immunized with the recommended vaccine and Hepatitis B vaccine. Must test annually for TB.
12. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Council Approved:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Chairman's Signature:** \_\_\_\_\_